

## A-8 Dropping Off and Picking Up

### NQS

QA. 2.2.1	Supervision
QA. 6.1	Supportive relationships with families
QA. 6.1.1	Engagement with the service
QA. 6.1.3	Families are supported
QA. 7.1.2	Management systems
QA. 7.1.3	Roles and responsibilities

### National Law and Regulations

Reg. 99	Children leaving education and care centre premises
Reg. 100	Risk assessment must be conducted before excursion
Reg. 101	Conduct of risk assessment for excursion
Reg. 102	Authorisation for excursions
Reg. 102AAB	Safe arrival of children policies and procedures
Reg. 102AAC	Risk assessment for the purposes of safe arrival of children policies and procedures
Reg. 102C	Conduct of risk assessment for transporting children by the education and care service
Reg. 102D	Authorisation for service to transport children
Reg. 122	Educators must be working directly with children to be included in ratios
Reg. 123	Educator to child ratios
Reg. 146	Nominated supervisor
Reg. 157	Access for parents
Reg. 158	Children's attendance record to be kept by approved provider
Reg. 160	Child enrolment records to be kept by approved provider and family day care educator
Reg. 161	Authorisations to be kept in enrolment record
Reg. 168	Education and care service must have policies and procedures
Reg. 170	Policies and procedures to be followed
Reg. 171	Policies and procedures to be kept available
Reg. 172	Notification of change to policies or procedures
Reg. 177	Prescribed enrolment and other documents to be kept by approved provider
s. 165	Offence to inadequately supervise children
s. 167	Offence relating to protection of children from harm and hazards
s. 175	Offence relating to requirement to keep enrolment and other documents

### Policy Statement

We aim to provide a procedure for dropping off and picking up children, which is clear and ensures the safety and wellbeing of the children in our care, including safeguarding children during the

transition between OSHC and School. Parents are required to follow specific communication procedures to ensure we can provide appropriate care for their children.

## **Related Policies**

- ENOSHCP Policy A-1: Hours of Operation
- ENOSHCP Policy A-5: New Children Orientation
- ENOSHCP Policy A-6: Fees
- ENOSHCP Policy A-10: Acceptance and Refusal of Authorisations
- ENOSHCP Policy A-11: Maintenance of Records
- ENOSHCP Policy A-15: Role of Management Committee
- ENOSHCP Policy C-3: Educator orientation and induction
- ENOSHCP Policy C-12: Communication
- ENOSHCP Policy C-14: Reportable Conduct
- ENOSHCP Policy D-9: Emergency Procedures
- ENOSHCP Policy D-11: Management of Incident, Injury, and Trauma
- ENOSHCP Policy D-20: Medication
- ENOSHCP Policy D-22: Child Protection – Mandatory Reporting
- ENOSHCP Policy D-30: Supervision

## **Procedure**

ENOSHCP ensure appropriate measures are in place to protect children from harm or hazard, including during the time children are travelling to or from the Centre.

The Nominated Supervisor is responsible for ensuring Educators have the necessary training during induction and when any changes are made to the procedure to support the safe arrival of children to and from the Centre.

The Nominated Supervisor will consult with the School to develop a risk assessment outlining who has duty of care and the risk involved when children are moving between OSHC and School. A risk assessment will be undertaken at a minimum of once a year and in response to the management of any incident, injury or trauma (see policy D:11 Management of Incident, injury and trauma) that may affect the safe arrival of children.

The risk assessment must consider the matters set out below:

- a) The age, developmental stage and individual needs of the child;
- b) The role and responsibilities of the following persons (if applicable)-
  - i. In the case of a child who leaves the service premises to travel to an education and care premises of another education and care service, the nominated supervisor of each service;
  - ii. The child's parent;
  - iii. An authorised nominee named in the child's enrolment record;
  - iv. A person authorised by –

- A. The child's parent; or
  - B. An authorised nominee named in the child's enrolment record;
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- c) The role and responsibilities of the service the care of which the child is entering or leaving;
  - d) The communication arrangements between the service the child is leaving and the service the child is entering including any communication arrangements if the child is missing or cannot be accounted for during the child's travel;
  - e) The procedure to be followed by the service if the service has identified that the child is missing or cannot be accounted for during the child's travel;
  - f) Given the risks posed by the child's travel, the number of educators or other responsible adults that are appropriate to provide supervision;
  - g) The proposed route and destination, including any proximity to harm and hazards;
  - h) The process for entering and exiting –
    - i. The service premises; and
    - ii. The pick-up location or destination (as required);
    - iii. The procedure to be followed by the service to ensure the child leaves the service premises in accordance with regulation 99(4)(b)

Any changes to the procedure will be communicated to Educators, the School, families and children.

### **Dropping Off**

Children are not to be left at the Centre at any time prior to the opening hours of the Centre, as stated in the A-1: Hours of Operation Policy.

On arrival, the parent / authorised nominee bringing the child is responsible for electronically signing the child in, which records the time of arrival. In the event that a parent/guardian has failed to sign their child in on drop off, the Nominated Supervisor or other responsible person may sign a child in, as per regulation 158.

On drop off, children are to place their belongings in the cubby holes in the bag room. Staff will ensure bags are properly placed to ensure the safety of all persons entering the premises.

The parent / authorised nominee dropping the child off must ensure that an educator is aware of the child's presence before leaving the Centre and that any special needs are communicated. Any points of information provided to educators are to be recorded in the communication book, for example, any particular requirements for the day, any changes as to whom will collect the child, any necessary administration of medication, or a child's attendance to an extra-curricular activity. All relevant authorisations must be provided (see A-10 Acceptance and Refusal of Authorisations Policy).

A notification of change to the child's attendance will need to be completed online via the webserver. If a change to attendance is past the online cut-off times, this change can be informed to the Responsible Person on Duty (RPD) by phone. The RPD will manually make these changes on the online sign on sheet.

Children will be released to the school grounds once a teacher is present for playground duties. As a child is released to school grounds during the morning session, the Nominated Supervisor or Responsible Person on duty will electronically sign the child out, indicating time of departure.

### **Picking Up**

Educators will collect Kindergarten children from their classroom at the end of the school day. Children will be instructed to wait for educators to collect them. Older children will make their own way to the Centre premises.

As the children arrive at the centre during an afternoon session, the Nominated Supervisor or Responsible Person on duty will sign them in electronically, indicating time of arrival. This will happen as part of the roll call process. The SMS function on the touchscreen will be used to contact parents quickly if their child is booked in for the session and have not arrived.

Additional fees will be charged for children not arriving or absent without notice.

The parent / authorised nominee who is collecting the child must sign the child out, indicating the time of departure.

In the event that a parent/guardian has a pre-discussed arrangement, the Nominated Supervisor or other responsible staff member may sign-out a child (this is only on the occasion that a child has an Out-of Centre, On-School-Premises activity). The parent/guardian must provide written consent prior, outlining the details of the arrangement as well as acknowledgment that the Centre forgoes responsibility of the child as soon as they are signed-out.

If the understanding is that the child will attend their activity then return to OSHC, the Nominated Supervisor or Responsible Person will sign-out the child, before signing the child back in once they return. OSHC staff will walk children to and from their out-of-centre activities. OSHC staff will endeavour to have the children to their activity at the required time. This will only occur whilst the child is in the centre's care and has not been signed out by the parent/authorised nominee. The Centre does not take responsibility for the child until they have returned to the Centre. The Nominated Supervisor reserves the right to refuse an authorisation should it be in the best interest of the child or other children (see A-10 Acceptance and Refusal of Authorisations Policy).

The parent / authorised nominee must ensure that the Nominated Supervisor or Responsible Person on duty is aware that they are taking the child away from the Centre.

The parent / authorised nominee and children are to ensure that all belongings are collected.

If the child is to be collected by anyone other than the parent or authorised nominee on the Enrolment, the Centre must be personally informed by the parent/guardian or authorised nominee in writing or by email.

In the case of an **EMERGENCY**, a parent may phone the Centre to let them know, indicating who will collect the child and a description of the person. Parents must ensure the person provides the Centre with proof of identity e.g., license or photo identification.

To ensure the safety of all children, the person picking up the child will be required to produce photo identification and must be 18 years or over. This includes authorised nominees and parents / guardians if they are unfamiliar to the centre staff.

The names and contact numbers of all the people authorised to collect the child must be included on enrolment. Any changes to these must be advised via the Authorised Nominees section of the centre webserver as soon as possible.

The Centre will not release a child into the care of anyone not authorised, without prior consent.

If the Centre has not been notified and someone other than the parent/guardian or authorised person attempts to collect the child, the Responsible Person on Duty will ring the parent/guardian to get his/her authorisation. The child will not be released from the Centre until proper authorisation has been received.

In the case of a non-custodial parent/guardian attempting to collect a child from the Centre without written consent, an educator will attempt to make immediate contact with the parent/guardian who holds primary custodial rights. For child safety, the centre will go into lockdown while the Responsible Person on Duty strongly discourages the person from trying to take the child. If they threaten any violence or harm to the staff, child or themselves, the Responsible Person on Duty must be aware of their Duty of Care to all children and educators on the premises and will call the police immediately (see D9:-Emergency Procedures Policy – Harassment and Threats of Violence).

### **Late pick-up of children**

Educators must be notified if the person collecting the child is to be later than usual. The child will be notified to avoid any anxiety.

Children must be collected by the closing time of the Centre, as dictated in the Hours of Operation Policy. Any child collected after closing time may incur a Late Pickup Fee as set by Management.

If a child is not collected by closing time and no contact can be made with parents or emergency contacts, then an educator will contact the Management Committee and inform them of the situation. The Centre reserves the right to contact the police and the Department of Communities and Justice if by 7.00pm the child has still not been collected and there remains no contact from the parent/guardian. A notice will be left on the OSHC room door to inform the parent as to where the child has been taken. Contact details (i.e.) phone numbers will also be written on this notice.

If a parent continues to collect their child after closing time, the Nominated Supervisor will need to discuss other options with them, and suitable arrangements made. Late pick-ups may jeopardise the child's place in the Centre and the enrolment may be cancelled, after a written warning is given, if the Late Pick-ups continue.

All Educators are to have training for the transition procedures for children leaving the centre to go to school and arriving at the Centre in the afternoon.

## Sources

- Education and Care Services National Regulations 2011
- Education and Care Services National Law
- National Quality Standard
- Privacy Act 1988
- Family Law Act (1975)
- Family Assistance Law
- ACECQA Policy and Procedures guidelines – Safe Arrival of Children
- ACECQA NQF Review Factsheet – Safe Arrival of Children

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